

Programme Manager – Job description

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| Title: | Programme Manager |
| Purpose: | Deliver an outstanding portfolio of policy, projects, and engagement activities that support excellent health management across Europe, primarily through the management of a range of EU-funded projects. |
| Support: | This post reports to the Director of Policy and Programmes. Works closely with the Executive Director and the Chief of Operations. |
| People management: | Supports and supervises interns. Liaises with sponsors and granting authorities, project partners and EHMA members. |
| Salary: | The basis salary is €3,200 to €3,800 gross per month. A benefits package is also provided. |
| Terms: | Full time, open-end contract based in Brussels and subject to Belgian law. Formal performance review conducted after six months. The employment offer is subject to a satisfactory reference check. Only candidates eligible to work in Belgium will be considered. |
| Benefits: | We want our staff to thrive, so we provide a comprehensive induction, regular support and supervision, clear goals and milestones, and a tailored development plan to make sure you have the support, skills and knowledge to succeed. We also provide flexible working hours, meal vouchers, phone reimbursement, public transport reimbursement, 5 days of extra-legal holidays, and a pension plan. |

Key responsibilities

1. Plan, implement and complete all activities and deliverables for a portfolio of European Commission-funded projects.
2. Maintain excellent relationships with global consortium partners and networks to ensure the overall coordination of policy and dissemination efforts.
3. Contribute to proposal writing for funders including philanthropy, the European Commission, institutions and private donors.
4. Manage a dynamic educational programme for EHMA, overseeing the content and ensuring it aligns with current and future global health workforce needs.
5. Coordinate consultation groups, working groups, and represent EHMA at external conferences and meetings concerning health workforce issues.
6. Ensure the provision of policy inputs into the portfolio of EHMA work, including our events, trainings, annual conference, and project work.

Programme Manager - Person description

ESSENTIAL CRITERIA

To perform this job successfully, the employee in this position must be able to demonstrate at least functional proficiency in all of the core competencies.

General competencies for all staff

- Uphold EHMA's statutes, [vision and values](#).
- Adheres to EHMA's policies and procedures.
- Fluency in English.
- Provision of outstanding customer service to our members, colleagues, board, and stakeholders.
- Have a can-do attitude and be solution focussed.
- Manage and prioritise your workload and ensure deadlines are met.
- The ability to be flexible with priorities and manage time and multiple tasks.
- Strong writing and communication skills.
- Maintain positive and constructive working relationships with all members of the staff team.
- Undertake professional development activities and training as agreed with your line manager.
- Maintain confidentiality with sensitive or privileged information, including day-to-day observance of data protection guidelines.
- Adhere to all internal and external policies and procedures and contribute to their on-going development as required.
- Occasional work outside normal working hours for which time off in lieu (TOIL) will be given.
- Have regard for your own personal health and safety and for that of those around you.
- Ability to travel, predominantly across Europe and sometimes other regions, including one day meetings, overnight and multi-days.
- Sound knowledge of Microsoft Office and SharePoint.

Essential Health Management Competencies

- Undergraduate qualification in health management or public health, or related experience.
- A Master degree in health management or public health, or related experience.
- Knowledge of the application of digital and green policies into health management practice.

Policy competencies

- Knowledge of EU institutions and their decision-making processes.
- Knowledge of global trends in health management
- Produce advocacy materials and develop mechanisms to share and manage advocacy information and knowledge.
- Contribute to, develop and build strong networks of institutional and other partners.
- Identify, process, and analyse relevant information from multiple sources.
- Monitor the outputs and impacts of EHMA policy initiatives.

Project Management competencies

- Excellent knowledge of EU-funding programmes, in particular Horizon 2020, Horizon Europe, EU4Health and Erasmus+.
- Excellent project management and proposal writing skills.
- Ability to write effective proposals.
- Productive engagement and building of project consortia.
- Manage the relationship with project partners and other external stakeholders.
- Contribute to a learning and development culture by supporting the research of opportunities to develop existing or new projects.
- Keep collaborators up to date on project activities.

Communications competencies

- Proficiency with Online conferencing tools
- Develop compelling policy content and engagement techniques.
- Excellent writing skills and ability to complete technical reports, policy briefings, speeches, summaries, meeting notes, etc.
- Have a critical eye in terms of quality, accuracy and meticulous attention to detail.
- Understand and engage with EHMA external activities to identify and exploit potential policy opportunities.

Financial competencies

- Develop, manage and work within project budgets.
- Plan and monitor adequate use of resources, including staff time.
- Excellent knowledge of the EU financial reporting procedures and rules.
- Contribute to the preparation of proposals for funding from external sources.

Leadership competencies

- Incorporate ethical standards and EHMA values as the basis of all interactions with stakeholders.
- Contribution to the creation of project plans and ensure milestones and deliverables are met in a timely manner.
- Contribute to the development of workplans and budgets.
- Inspire and foster engagement with colleagues across the organisation.
- Use individual, team and organisational learning opportunities for personal and professional development.
- Participate in the measuring, reporting and continuous improvement of organisational performance.

Partnership Dimensions

- Work with stakeholders, research and project partners, institutional, industry and subject matter experts.
- Work with European partners as well as agencies internationally.

Cultural Competency

- Recognise the role of gender, cultural, social, and behavioural factors in the accessibility, availability, acceptability and delivery of all EHMA initiatives.

KNOWLEDGE

- An excellent understanding of healthcare management issues.
- An excellent understanding of EU Institution structures, policies and decision-making processes.

DESIRABLE CRITERIA

- Knowledge and expertise in EU funding opportunities for health organisations
- Fluency in other European languages.

EHMA values diversity and is committed to transparent and fair recruitment. We offer direct feedback to all applicants. We are looking to recruit the person who best meets the criteria for this role.